

Committee on Academic Rank and Tenure – BYLAWS

Purpose

The purpose of the Committee on Academic Rank and Tenure (CART) is to ensure that, in a fair and consistent manner, faculty appointments are appropriate for the Loyola University of Chicago (LUC) Health Sciences Division (HSD) Stritch School of Medicine (SSOM) and that faculty are appropriately promoted or given tenure according to guidelines developed by CART and approved by the SSOM/HSD of, and by, LUC. Actions and decisions of CART are made in accordance with the LUC Faculty Handbook. The final decisions of CART are considered as recommendations made to the Dean of SSOM in accordance with the LUC Faculty Handbook.

Responsibilities

- CART is charged with the responsibility of reviewing and voting on applications for appointment to the SSOM as well as for promotion and tenure of SSOM faculty.
- CART is charged with responsibility for additional matters pertaining to SSOM faculty appointments, promotions and tenure decisions including:
 - Approval and/or Renewal of Endowed Chair positions (for a five-year period)
 - Revision of approved SSOM promotion and tenure guidelines;
 - Development of materials used to describe appointment, promotion and tenure criteria in greater detail to inform and educate SSOM faculty members;
 - Consideration and approval of new categories and/or new academic tracks, including guidelines and criteria, of SSOM faculty;
 - Other SSOM faculty-related issues as determined by SSOM, HSD and/or LUC leadership which may include assigned projects or tasks for specific CART members as determined by the CART chair.
- CART meets monthly at a regular time and day stipulated by the CART chair (presently 4 pm on the 2nd Thursday of the month in the Dean's Conference Room, Room 420).
- CART meetings are usually completed within one hour with the exception of the fall promotion cycle (September, October and November) which are expected to be longer meetings and, accordingly, are scheduled to start one hour earlier than usual.

Membership

All members of CART, including the chair, are appointed by the Dean of the SSOM for three-year, potentially renewable, terms of appointment beginning in August and ending in July of the third following year. Faculty members at the rank of Associate Professor or Professor are eligible for membership on CART. Preference is given to tenured faculty members although non-tenure track faculty will also be considered. Only tenured faculty members are eligible to vote on applications for tenure. Only full professors are eligible to vote on applications for promotion to full professor as well as on renewal of endowed chair positions.

The membership of CART consists of:

- A chair appointed by the SSOM Dean who will be a non-voting member

- 16 – 20 total members with representation from the basic science and clinical departments and comprising a majority of members who are full professors including:
 - No more than 3 department chairs with representation from the basic science and clinical departments
 - Senior Associate Dean of SSOM who will also serve as the Vice-Chair of CART
 - Assistant Dean of Diversity of SSOM
- Two medical student representatives

CART is supported by a SSOM staff member. Presently, this is Janet Flores, Faculty and Immigration Coordinator, who is responsible for preparation of committee materials, particularly the drafting of meeting minutes which will first be finalized and approved by the CART chair before final approval.

Deliberation and Voting on Applications for Appointment, Promotion and/or Tenure

CART meetings shall be run in a manner determined by the chair of CART. When parliamentary procedure is needed as determined by the chair or evidenced by a majority vote of those attending the meeting, the latest edition of Robert's Rules of Order shall determine procedure. The minutes of each CART meeting will be formally reported to, and approved by, the SSOM Direct Report Strategy Group

CART members (including the chair) who do not have a potential conflict of interest regarding an application for appointment, promotion and/or tenure will participate in the deliberation and voting for the application. Those who have a potential conflict of interest will not be present in the conference room during this deliberation and vote. A potential conflict of interest exists for a member of CART if the applicant is from the same academic department or the same division within larger clinical departments. A potential conflict of interest also exists if a CART member has provided any written documents that are part of the appointment, promotion and/or tenure application or it is determined that a CART member has a conflict of interest for any other reason.

Discussion and voting on applications for appointment may proceed when a majority of CART members are present and do not require written ballots unless requested by any member in attendance. Discussion and voting on applications for promotion and/or tenure as well as for appointment or renewal of endowed chair positions may proceed when a majority of CART members who are eligible to vote on the specific application are present. Voting on applications for promotion and/or tenure as well as for appointment or renewal of endowed chair positions will be conducted by written and anonymous ballot. A CART member other than the chair or staff liaison will count the ballots and report results to the full committee. Written ballots will be considered approved or disapproved by a majority of eligible votes in either category.

Meeting Attendance

Rules on CART member attendance are solely established so that CART may effectively conduct its business each month. Accordingly, CART members are required, annually, to attend a minimum of 67% of meetings including at least one meeting of the fall promotion cycle. However, the three fall meetings (September, October and November) will each count as two meetings due to length. So for CART members to receive credit (in terms of documented annual effort), they will be required to attend a minimum of 10 of the 15 meetings annually.

Additional Resources for CART Members

Additional resources listed below may be found on the SSOM website in the Faculty tab by clicking on 'Committee on Academic Rank and Tenure'. The first 3 resources may also be found in each faculty member's document folder in the FIS.

- Current SSOM Promotion and Tenure Guidelines (Final 2010)
- Current Faculty Information System Criteria (Final 2010)
- Prior SSOM promotion and Tenure Guidelines (Final, 2000)
- Abbreviated Table of Required Items for Promotion and Tenure Packages (Final, 2010)
- Recommended Recruitment Letter for Academic Faculty Appointments of Physicians
- Protocol Document on Endowed Chairs and Professorships
- Annual Promotion/Tenure Application Instructions sent by Janet Flores to Departmental Chairs, Administrators and Administrative Assistants
- CART Checklist for New Faculty Appointments to Departmental Chairs, Administrators and Administrative Assistants

**Unanimously approved by the SSOM CART
August 9, 2013**